



Laundry Supervisor II,
Correctional Facility (CF)
Final Filing Date: September 19, 2013

OPEN, NONPROMOTIONAL - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

CALIFORNIA CORRECTIONAL CENTER
HIGH DESERT STATE PRISON

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing period(s) for this examination is: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with:
California Correctional Center
Personnel Department
PO Box 790
Susanville, CA 96127

or

In person with:
California Correctional Center
Personnel Department
711-045 Center Rd
Susanville, CA 96130

If you are personally delivering your application, you must do so between the hours of **6:00 a.m.** and **4:30 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **September 19, 2013** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **September/October 2013**.

SALARY RANGE(S) As of: **July 15, 2013**
\$3,016 - \$3,668

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing the duties of a Laundry Supervisor I (Correctional Facility) or Laundry Supervisor I.

Or II

Experience: Three years of experience in an institution or large commercial establishment in the operation of laundry equipment and machinery, one year of which shall have been in a supervisory capacity.

and

Education: Equivalent to completion of the ninth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM
QUALIFICATIONS
(CONTINUED)

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Principles, procedures, and equipment used in receiving, sorting, washing, ironing, finishing, and distributing laundry in large quantities.

2. Laundry sanitation and safety measures used in the operating, cleaning, and care of equipment and machinery.

3. Preparation and use of bleaches, soaps, starches, and disinfectant compounds.

4. Methods and substances used to remove stains from various materials.

5. Principles of effective supervision.

6. Maintenance and repair of laundry equipment and machinery.

7. Use of purchase orders for equipment and machinery.

8. The Department's Equal Employment Opportunity objectives.

9. A supervisor's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.
- B. **Ability to:**
1. Plan, organize, and direct the work of others.

2. Keep inventories and make requisitions.

3. Demonstrate mechanical aptitude.

4. Analyze situations accurately and adopt an effective course of action.

5. Keep records and make reports.

6. Effectively contribute to the Department's Equal Employment Opportunity objectives.

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the “Minimum Qualifications” shown on the announcement. In order to obtain a position on the eligible list a minimum rating of 70% must be attained.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Laundry Supervisor II, CF**, under general direction in a large State correctional facility in CDCR, plans, organizes, and supervises the operations of a laundry; supervises the maintenance of laundry equipment and supplies; instructs laundry workers; maintains order and supervises the conduct of inmates/youthful offenders; protects and maintains the safety of persons and property; may instruct, lead, or supervise inmates/youthful offenders, and does other related work.

Position(s) exist with the institution(s) listed above with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veterans’ Preference Points or Career credits or will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference Points. **If you receive Veterans’ Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate’s responsibility to contact Delegated Testing at (530) 257-2181 extension 4209 three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.jobs.ca.gov/OEC/jobs/stateapp.aspx.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

GENERAL INFORMATION
CONTINUED

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS